

## **REQUIREMENTS FOR SUBMITTING CRIMINAL JURY INSTRUCTIONS IN JUDGE MARTONE'S COURT:**

If using the 2000 Ninth Circuit Model Criminal Jury Instructions, counsel shall file an original and one copy of the following:

- If the instruction is not modified or changed in any way, just list the number of the instruction.
- If the instruction has a blank, that information **must be** completed by counsel, **unless** it is information to be settled by judge and counsel at the close of trial. Counsel must list that instruction by number and file the original and one copy of that instruction.
- If the instruction has been changed or modified, counsel must list that instruction by number and file the original and one copy of that instruction.

If using **RAJI** (Revised Arizona Jury Instructions), counsel **must** list **every** instruction by number and **must** print out **every** instruction and file the original and one copy.

## **JURY INSTRUCTIONS SUBMITTED TO CHAMBERS:**

Counsel shall submit a “**CLEAN COPY**” of **all** revised, modified or changed jury instructions. The **CLEAN COPY** shall comply with the following requirements:

- The clean copy shall be prepared in **COURIER 12 pt font**.
- The clean copy shall contain **NON-CAPITALIZED, DOUBLE SPACED TEXT**, with **FIVE-SPACE TAB INDENTATION**.
- The **clean copy shall not** have any titles, cites, pagination, letterhead markings, or similar notations signaling which party submitted it. However, **the clean copy shall contain at the bottom left-hand margin the instruction number**.
- Any instruction which has been revised, modified, or changed **MUST BE** printed on clean (non-pleading, non-letterhead) paper.
- Only **ONE** instruction per page.

A “**clean**” version of the instructions and verdict forms shall be put on a 3 ½ inch computer disk formatted in **WordPerfect versions 6.1, 7.0 or 9.0**. This **disk**, together with a **hard copy** of the **clean** jury instructions and a cover sheet listing both non-modified and modified instructions, shall be hand-delivered to chambers **NO LATER THAN FIVE (5) DAYS BEFORE TRIAL**.